

**PERSONAL SERVICE CONTRACT FILING CATEGORIES FOR STATE AGENCIES**  
**(Exclusive of Institutions of Higher Education)**

PERSONAL SERVICE CONTRACTS/AMENDMENTS	DOLLAR THRESHOLD FOR FILING	OFM REVIEW OR APPROVAL	FILING PERIOD
<b>SOLE SOURCE</b> Contracts and Amendments (singly or cumulatively awarded to a contractor in a fiscal year period by an agency)	\$ 5,000 - \$19,999	Review*	10-working day advance filing
	\$20,000 or more	Approval	10-working day advance filing
<b>EMERGENCY</b> Contracts and Amendments	\$5,000 or more	Review*	3-working days from date of execution or start of work, whichever is sooner
<b>COMPETITIVE</b> Contracts and Amendments (not included in the categories below)	\$20,000 or more	Review*	Work may start on or after the working day filed with OFM.
<b>COMPETITIVE</b> Contracts and Amendments for: Management Consulting, Organizational Development, Marketing, Communications, Employee Training and Employee Recruiting	\$20,000 or more	Approval	10-working day advance filing
<b>AMENDMENTS</b> to competitive or sole source contracts that result in the contract amount being greater than 50% of the original contract value and/or amendments which constitute a substantial change in the scope of work.	\$5,000 or more (Contract, when amended, equals \$5,000 or more)	Approval	10-working day advance filing

\*If contract amendments in these categories result in the contract exceeding 50% of the original contract amount or if they make a substantial change in the scope of work, the amendment is subject to OFM approval, rather than to review. Such amendments should be filed under the >50% amendment category.

NOTES: 1) Subsection 15.30.10.e, lists certain types of amendments that are not subject to filing. 2) Subsection 15.30.90.a lists the category of contracts that are not filed with OFM, but are submitted on an annual report to OFM at the end of each fiscal year.